

Code: 1525
Administrative Service
Statistical, Technical and Analytical Group
Purchasing and Supply Series

CLASS TITLE: **Director of Purchase Contract Administration**

CHARACTERISTICS OF THE CLASS: Under direction, the class manages and directs staff engaged in the negotiation, preparation and administration of contracts for the procurement of commodities and services; and performs related duties as required.

ESSENTIAL DUTIES: Supervises staff and coordinates contract administration work for a specific area of procurement such as construction and engineering, airport construction, automotive and heavy equipment or professional services; oversees and participates in the negotiation of prices, terms and conditions of contracts with vendors and consultants; reviews contract documents prepared by staff to ensure conformance to specifications, compliance with legal and contract requirements and disabled/minority/women (DBE/MBE/WBE) owned enterprise guidelines; acts as liaison, interpreting and explaining purchasing and payment procedures and mediating contract disputes between vendors and user departments; develops and implements contract administration procedures to ensure efficient consistent processing of contracts; reviews contract packages submitted by staff for appropriateness of recommendations and to ensure procurement needs of user departments are being met; approves contract modifications submitted by staff; supervises the provision of technical assistance to contractors on resolving deficiencies affecting the administration and approval of procurement contracts; prepares the section's work activity reports for management use.

RELATED DUTIES: Attends conferences and community and business forums to provide information on the City's procurement process and related programs.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by five years of progressively responsible experience in the procurement of a variety of materials, supplies, or services, including two years of supervisory experience, or an equivalent combination of training and experience is required.

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CLASS TITLE: **Director of Purchase Contract Administration (Cont'd)**

Knowledge, Abilities and Skill. Comprehensive knowledge of the principles of contract administration. Comprehensive knowledge of the City's procurement policies and procedures. Considerable knowledge of RFP preparation. Considerable knowledge of the standard language, terms and conditions used in procurement contracts. Considerable knowledge of contract specification development.

Ability to manage a contract administration division. Ability to develop and implement contract purchasing procedures and standards. Ability to establish and implement policies and procedures relative to the purchasing process. Ability and willingness to administer appropriate employee disciplinary action when necessary.

Considerable skill in the application of the principles of contract administration. Considerable skill in processing contracts. Considerable analytical skills. Considerable skill in negotiating contracts. Skill in designing and implementing contract monitoring and compliance systems. Good supervisory and management skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel